Cyngor Dinas Llanelwy
St Asaph City Council

Minutes of the Full Council Meeting of St Asaph City Council held on Wednesday 8th July 2026 at 7.00 pm at the Council & Community Meeting Room and, also with remote attendance via Zoom.

Present:

In person: Cllrs J Ellison, M A Gedd, J J Grove, L Groves, C A Hardie, M J Hogg, L Nelson, G W Roberts, J O Roberts, P Scott and R Williams (Mayor).

Via Zoom: None.

The Mayor opened the meeting, speaking of the sad death of former councillor Bill Cowie, who had served the community of St Asaph over many years, as city councillor, Mayor, county councillor and Chair of Denbighshire, as well as during his career with the Police. Those who served with Bill will remember him as a good friend and loyal colleague.
A two-minute silence was observed as a mark of respect.
The date of the funeral was shared with council with further details to follow.

2026/132 Flag Flying

The Mayor proposed that the council's flags are flown at half-mast on the day of the funeral, until after the service.

Resolved the council's flags are to be flown at half mast on the day of the funeral of former councillor Bill Cowie.

2026/133 Apologies for Absence

- Apologies were received from Cllrs Cassidy, Jones and Morton.
- Cllr Morton had written requesting that his apologies be accepted by council, due to ill-health.

Resolved to approve and accept Cllr Morton's apologies.

The clerk is to pass on the council's continued good wishes to Cllr Morton for his recovery.

2026/134 Declarations of Interest

The following declarations were made later in the meeting at the beginning of the agenda item:

- Cllr Scott declared an interest in item 14 as the sculpture is to be erected in memory of his wife.
- Cllr J O Roberts declared an interest in item 17 as a family member is a partner is Salisburys.
- Cllr Williams declared an interest in item 20 h) due to potential commoner's rights.

2026/135 Public Participation

- One member of the public was present.

2026/136 North Wales Police

PCSO David Jones gave his report:

- Public order offence on the High Street;
- Theft of oil in a local community;
- Burglary at a dwelling on the High Street;

- Criminal damage to the council's overhead barrier;
- Parking issues on The Roe.

Cllr J O Roberts advised the PCSO of the junior football event at the Football Club.

The PCSO left the meeting.

2026/137 Mayor's Report

The Mayor, Cllr Williams gave her report. She had attended the following:

- Buckley civic parade and service;
- Meeting with North Wales Prostate Cancer Support Group;
- Supporting a football tournament – walking football at St Asaph FC in aid of St Kentigerns Hospice. The Mayor has personally sponsored a seat in the football stand for the coming season;
- Ysgol Esgob Morgan sports day;
- City Plan Working Group;
- Flag raising for the armed forces;
- Elwy Invasive Plants stand at Pont Begard;
- Flag raising for the NHS;
- Mount Road cemetery working party;
- VP Infants end of term service;
- Meeting with the Dean re: the civic service.

The sheep at Mount Road cemetery were discussed.

2026/138 County Councillors' Reports

Cllr Hogg

Cllr Hogg had attended the following:

- Performance Scrutiny Chairs re: education;
- Council performance self-assessment;
- Climate change and nature, including risk assessment;
- Site meeting with the CEO of Denbighshire where they discussed the High Street;
- With Cllr Scott, meeting with Transport for Wales re: T51 bus service;
- Denbighshire Leisure Ltd update;
- Training on performance measures;
- Full council meeting.

He highlighted broadband connectivity in St Asaph

A question was asked regarding availability of cold spaces in St Asaph and the importance of trees was emphasised.

A question was asked about the development on The Roe. Cllr Scott confirmed that planning was passed before the development commenced. This included mitigation for flooding.

Cllr Scott

Cllr Scott had attended the following:

- With Cllr Hogg, attended planning committee where tree preservation orders were discussed.
- Strategic planning and the Local development Plan;
- With Cllr Hogg, meeting with Awel y Môr re substation access;
- Flag-raising for the armed forces;
- Local schools visited the council chamber;
- Flag-raising for the NHS;
- Partnership Scrutiny;
- Full council meeting.

2026/139 Minutes

The minutes of the previous meeting 10th June 2026 were discussed regarding accuracy (circulated prior to the meeting).

Resolved to approve the minutes of 10th June 2026 as an accurate record.

2026/140 Matters Arising

2026/115 – Cllr Ellison thanked Cllr Scott for his work re: fallen trees.
2026/125 – the council's insurance has been renewed and the premium paid.

2026/141 Financial management

a) The payment schedule was reviewed:

- Items 1 to 15 were paid in June and are reflected in the bank balances to the end of June.
- £265 Denbighshire CC for two new large planters on the corner by the cathedral.
- £1233-92 Vale of Clwyd CC includes concrete base for a bench, materials and labour for installing, filling and planting the new planters, and watering the young trees and floral planters.
- £39-48 Octopus re: football pavilion. The lighting was switched off to identify a potential fault. The residual energy cost for the building is comparable to the bowling pavilion.

Resolved to approve the Payments Schedule, total value £11,103-62.

b) The finance report was discussed. The costs against budgets for June were considered with explanations for variances in excess of 15% included in the report. For a number of budgets, expenditure is not distributed equally throughout the year.

- The overhead barrier was damaged by a vehicle and could not be opened for ten days. This had repercussions for NRW, contractors, the farmer and owner of horses in the paddock. Instructions given to Brian Jackson to repair the barrier. Reported to Police.
- Instructions given to Phil Morris to address a wasps' nest near the raised bed on the common, due to public safety issues in view of nearby footpath and play area.
- The cherry trees on the common were starting to suffer in the heat. Watering increased to daily until the surrounding grass recovers. Trees to be checked at next week's assets inspection.
- Glascoed Timber have not completed the second grass cut in June, due to the hot weather. They will not exceed the contracted number of cuts for the season, but the timing may differ in accordance with the rate of growth.
- Following up a previous query, Save a Life Cymru confirmed that installation of bleed kits was not required or advisable. Tree surgeons must carry their own bleed kits.
- Enquiry received from Cartref Ni re: meeting room use.
- VAT claim made £2509-80 – funds awaited

Resolved the same terms to be given to Cartref Ni, as for other St Asaph charities.
Resolved to approve and accept the finance report.

c) Costs for council greetings cards were considered. The most economic option was to use photographs by a resident for the cards, rather than artwork. The photographer is to be credited for his images. A quotation from Fineline was considered for printing costs.
Resolved to approve quotation of £129-70 & VAT from Fineline for printing 200 cards. The Mayor is to select two images for the cards and the clerk is to ensure the photographer is credited for the photos.

2026/142 Planning Applications

None received.

2026/143 Disposal of Council Documents

Details of a secure document shredding service were considered. Antur Waunfawr is a social enterprise company providing work for adults with learning disabilities. The service costs £8 & VAT for each 20 kg bag of documents. Secure disposal certificates are provided.

Resolved to approve the use of Antur Waunfawr secure shredding service for disposal of obsolete documents.
Resolved the document retention and disposal policy be updated to reflect the use of a secure shredding service for disposing of documents.

2026/144 Artificial Intelligence Policy

Further to the May meeting, a draft Artificial Intelligence Policy was considered.
Resolved to approve and adopt the Artificial Intelligence Policy.
There was a discussion about the use of AI and use of a paid for service, which gives wider options for use of these tools.
Resolved the clerk is to identify an appropriate AI paid for service and proceed with the necessary agreements, as a delegated decision.

2026/145 Cyber Insurance

A quotation from Gallaghers for cyber insurance cover was considered.
Resolved to approve the quotation of £309-08 from Gallaghers for cyber insurance.

2026/146 Wildlife Sculptures

Cllr Scott declared an interest in this item as the sculpture is to be installed in memory of his wife.
A quotation of £950 including installation and paint was considered. Denbighshire have agreed to extend the deadline for claiming Open Spaces 2025 grant for six months, therefore the council can claim £553 towards the cost. Previous costs requested from a local sculptor were £5000 to £6000 per sculpture.
Resolved to approve the quotation of £950 from JG Goadby for a new woodpecker sculpture.
Cllr Scott will advise the clerk of the location for the new sculpture, once identified.
The sculpture will be on a metal post and will not affect the tree.

2026/147 City Plan Working Group

a) Cllr Scott gave his report following the meeting of the group on 25th June 2026.
Resolved to receive and accept the minutes of the meeting of the City Plan Working Group on 25th June 2026.

b) The Group had discussed the condition of the High Street with Denbighshire Economic Development and City Town & Community Councils Liaison officers. Cllr Grove will lead a project to identify properties for improvement. Cllr Hogg has previously promoted property improvement grants and also met with Denbighshire's CEO to assess the potential of the High Street.
Recent monitoring by Denbighshire has shown that footfall in St Asaph has increased, which bucks the wider trends.
Other issues discussed included the popularity of the riverside and the library, banking hubs, a newsletter to replace the City Times, perhaps as a project for the high school, events with St Kentigern, and High Street accessibility.
Resolved to approve the recommendations of the working group, as follows:

No.	Resolution
i.	That the Mayor's chain is to be sent for repair, engraving and adjustment during summer recess.
ii.	That the clerk is to order a new case for the Mayor's chain.
Iii	That a new "Mayor's Consort" badge is ordered.
iv.	That the size of posters promoting MP or MS surgeries on the noticeboards be limited to A6 size. The council's signs policy be amended to reflect this.

2026/148 City Plan

The city plan is now complete. It was forwarded to Denbighshire Business and Economic Development officer (BDO) for review and suggestions for improvement. The BDO confirmed at the city plan meeting that the plan was very thorough and he did not recommend any changes. He commended the group on a thorough examination of the issues raised by residents.

The timeline will be finalised at a meeting of the city plan group at the end of this month, and added to the plan. In the meantime, the clerk will produce a canva version for publication.

Questions were raised about place planning. The clerk confirmed that a place plan was discussed with Commnity Development and considered at the outset, but the group had decided not to produce a place plan.

Resolved to approve and adopt the city plan, subject to the addition of the timeline.

2026/149 Noticeboard at Salisburys

Replacement of the noticeboard at Salisburys was considered. The noticeboard was included in the Open Spaces grant application for 2026, however the funds available for St Asaph were over-subscribed and the project was unsuccessful.

Resolved to approve quotation of £1548 & VAT from the Parish Noticeboard Company for supply of a new noticeboard.

Resolved to approve quotation of £85 from Paul Liversidge for installation of the noticeboard.

Options for funding this project were considered. The council's noticeboards are only large enough to carry the statutory notices.

Cllr J O Roberts declared an interest as a family member is a partner in Salisburys.

Resolved the clerk is to write to Salisburys, accountants, to ask whether they would consider sponsoring the noticeboard. "Sponsored by Salisburys" could be added to the bottom of the noticeboard.

Ivy currently grows over the board and arrangements to have this removed were discussed.

Cllr Hogg will raise this with Denbighshire to request them to clear the ivy on its wall.

2026/150 Exclusion of Press and Public

Resolved to exclude the press and public, due to the confidential nature of the following item.

2026/151 Delegated Decisions

Resolved to approve and ratify the following delegated decisions made by the Clerk, following consultation with the Legal Committee:

Number	Decision
DD2026/003	To instruct John Owens to give instructions to council's barrister for submissions on stay application.

The Mayor outlined the reasons for the urgent decision.

2026/152 Re-admittance of Press and Public

Resolved to re-admit the press and public.

2026/153 Christmas Lighting Working Group

Cllr Scott gave a report following the meeting of the Christmas Lighting Working Group, which met to consider the 2026 lighting scheme.

a) The following points were noted:

- The group would like to replace and extend the lighting along Upper Denbigh Road.
- The replaced fittings could be used to extend the lighting on The Roe.

- The clerk is to arrange site meetings with three suppliers – Blachère, Festive Lighting and Lite Ltd, and then request quotations for the supply of 19 motifs.
- The clerk is to request quotations from Denbighshire to fit out twelve additional columns and add new sockets and timers as required for the new lighting.
- Two trees in front of Ashly Court and one tree in the parish churchyard are to be lit up. The clerk is to give instructions to Mick Dodd for the additional lighting.
- Installation costs will increase in view of the additional lighting.
- 2025/2026 expenditure on Christmas lighting was £4000, with a budget of £9500. The surplus of £5500 is in reserves.
- The 2026 Christmas lighting budget is £8000. After paying for installation and power, there will be approximately £3500 available towards purchases.
- Any excess over budget could be taken from reserves or projects.
- Two of the replaced fittings should be donated to the New Inn, who will install them at their own cost. This will be a safer option than the Christmas tree, which was difficult to secure without groundworks. Other replaced fittings, which are surplus to requirements could be donated to businesses or residents on the same terms.

b) The deadline for quotations is 14th August 2026.
Resolved there will be an additional full council meeting in August to consider any quotations received.

2026/154 Correspondence

No.	Details	Response
a.	E-mail from Henllan Community Council re: Public Conveniences	**Received.**
b.	Letter and certificate from the Sakura Cherry Tree Project	**Received.** **Resolved the clerk is to write to Ysgol Esgob Morgan and St Asaph VP Infants to suggest school projects celebrating the cherry trees.**
c.	E-mail from a resident re: St Asaph Riverside Woodcarving.	**Received.**
d.	E-mail from Denbighshire County Council re: Draft statement of Principles under Gambling Act 2005.	**Received.**
e.	E-mail from the cathedral re: Winter Fair	The Mayor asked councillors to assist with setting up the grotto. **Resolved the council will provide the grotto this year.** **Resolved the clerk is to write to Denbighshire and Mick Dodd re: a switch on by the Mayor.** **Resolved the clerk and the Mayor are to meet with the Dean and cathedral team to discuss the e-mail.**
f.	E-mail from a resident re: St Asaph	**Resolved the environment flag is to be flown from the end of July until beginning of September.**
g.	E-mail from a resident re: Letter of thanks	**Received.**
During discussion of the following item, the Mayor declared an interest, due to potential rights of common and did not participate in the discussions. Cllr Williams was previously unaware of this potential interest.		

No.	Details	Response
Cllr Scott took over the chair.		
h.	E-mail from a resident re: St Asaph Baptist Church	There was a discussion regarding use of the common, including: • Rights of common; • Public access; • The terms of the scheme for the Common, adopted by St Asaph Parish Council under the Commons Act 1899; • Erection of a gazebo. **Resolved to grant permission for the Baptist Church to use the Common, subject to the following:** **i. A completed and signed agreement form for use of the common;** **ii. A risk assessment is to be submitted to the clerk;** **iii. A copy of the church's public liability insurance.** **Resolved not to grant permission for a gazebo to be erected on the Common.**
Cllr Williams resumed the chair		
i.	Letter from Denbighshire CC re: Open Spaces 2026 – Grant Offer	**Received.** It was noted funds were granted for two DDA access paths, but not the noticeboard or floral planters.

2026/155 Exclusion of Press and Public

Resolved to exclude the press and public, due to the confidential nature of the following item.

2026/156 Legal Matters

This item is confidential as it includes advice from the Council's solicitor.

The Mayor, Cllr Williams, gave an update to Council.

The meeting concluded at 9.15 pm

Date of Next Meeting

Meeting in person and with remote attendance held 20th August 2026.

Signed .....

Cllr Rosalind Williams, Chairman of the Full Council 20th August 2026